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JOB SEARCH PROGRAM SCHEDULE
July 5 - September 30, 1988
OFFICE OF CAREER TRANSITION (PER/CTR)

WEEK I

TUESDAY JULY 5 - Loy Henderson Auditorium - Room 1315 NS

N.B. Spouses are urged to attend the first day's program

8:30-9:15 Coffee & Donuts in Delegate's Lounge
9:15-10:30 Introduction of Staff and Overview of Program
10:45-12:30 Transition Management: Ruth Schimel, Career and Management Consultant, The Evergreen Group
1:30-4:30 Myers Briggs Type Indicator Test: Madeline Ehrman, PSI and Jackie Manley

WEDNESDAY JULY 6 - Room 1912 NS

9:00-12:00 Orientation to the Job Search Program
1:30-4:30 Videotape - Personal Inventory: Earl Ambre and Jackie Manley
4:45-6:00 OPTIONAL, SA-20: CTR facilities open. Sign up during the day for the week's program of:
Basic WANG Training, Marsalia Sutton; individual consultations, CTR Staff.

THURSDAY JULY 7 - Room 1912 NS

8:30-10:15 Foreign Service Pensions: Gertrude Wieckoski and Joseph Bradley
10:30-12:30 Workshop - Skills Inventory: Earl Ambre and Jackie Manley
1:30-4:30 Videotape - Resumes: Earl Ambre and Jackie Manley
4:45-6:00 OPTIONAL, SA-20: (Same as Wednesday)

FRIDAY JULY 8 - Room 1912, NS

8:30-12:30 Workshop - Resume: Earl Ambre and Jackie Manley
1:30-3:15 Panel - Successful Transition: Sue Klingaman, Ray Seefeldt, Frank Trinka
3:45-6:00 OPTIONAL, SA-20: (Same as Wednesday)

SATURDAY JULY 9 - SA-20

8:30-12:30 OPTIONAL: CTR facilities opened if needed. Basic/Intermediate WANG Training, Marsalia Sutton

WEEK II

MONDAY JULY 11 - Room 1107 NS

8:30 - 9:30 Foreign Service Resume: Edward Peck
9:30 - 12:30 Workshop: Resume Drafting
1:30-4:20 Resume: Team Assessments
4:50-6:00 OPTIONAL, SA-20: - Basic/Intermediate WANG Training, Marsalia Sutton;

TUESDAY JULY 12 - Room 1912 NS

8:30-12:30 Resume Tune-Up - Tom Morris, V.P., Manchester Career Services
1:30-4:20 Workshop - Resume, Team Practice
4:50-6:00 OPTIONAL, SA-20: (Same as Monday)

WEDNESDAY JULY 13 - SA-20

8:30-5:00 Individual Scheduled Consultations - CTR Staff
Concurrent: Resume Preparation

THURSDAY JULY 14 - Room 1912 NS

8:30-12:30 Videotape - Networking: Earl Ambre, Jackie Manley and Randy Reed
1:30-3:00 Panel - Networking: Nancy Fibish, Tom Bleha, Ken Bailey, Richard Graham
3:15-4:45 Panel - Reemployment with the USG: WAE and Dept. Contracts - Kenneth Hartung, Don Colin, Don Junior, William Landfair, David Kaffenberger

FRIDAY JULY 15 - Room 1912 NS

8:30-12:30 Resume - Final Touch: Tom Morris
1:30-2:45 Workshop - The Cover Letter: John Ferchak
3:00-4:00 Conflict of Interest: Lucy Reed L/M

SATURDAY JULY 16 - SA-20

8:30-12:30 OPTIONAL: CTR facilities opened if needed. Intermediate WANG, Marsalia Sutton

WEEK III

MONDAY JULY 18 - Room 1912 NS

8:30-10:30 Panel - Part-Time Employment: Arthur Myer, Association of P/T Professionals; Dick Gibson, Forty Plus; Mary Ann Ormes, Senior Employment and Services
10:45-12:00 Panel - Part-Time Employment: Ann Preston, Don Kreisberg, Ed Killham, Ben Acton
1:30-2:30 How To Set Up Your Own Business: Ferguisse (Rick) Mayronne, Small Business Administration
2:30-3:30 The Entrepreneur: Richard Viets, Aspen Hill Entreprises
3:45-4:45 Job Search & Taxes: Bruce Hirshorn

TUESDAY JULY 19 - Room 1912 NS

8:30-12:30 Videotape - Interviewing & Negotiating: Earl Ambre and Jackie Manley
1:30-4:30 Workshop - Interviewing

WEDNESDAY JULY 20 - Room 1912 NS

8:30-10:30 Panel - Consulting: Ed Chesky, Erwin von den Steinen, Richard Garnitz
10:45-12:30 OPTIONAL: Financial Marketing & Management Opportunities: Frank Krogmann, A.L. Williams and Associates, Inc.
1:30-3:30 Panel - Teaching: Richard Dols, Jim Wachob, John Coffman, Michael Paradise, American Association of Community & Junior Colleges, and Dr. Jay Shotel, George Washington University

THURSDAY JULY 21 - Room 1912 NS

8:30-12:30 Interviewing and Negotiating - Dr. Morton Leeds, The Arbor Consulting Group
1:30-2:30 Executive Search Companies: Paul Kayser, Paul Ray, Inc.
2:30-3:30 Placement Companies: Richard Meyer, Executive Transitions, Inc.

FRIDAY JULY 22 - SA-20

8:30-12:30 Interview: Team Practice

WEEK IV

MONDAY JULY 25 - Room 1912 NS

8:30-10:00 Associations: Robert Strade, American Society of Association Executives (ASAE)
10:15-12:00 Panel - Real Estate: Sales, Property Management, and Investment: John Millar,
John Countryman and Randy Reed
1:30-4:30 SA-20, CTR facilities - Interview: Team Practice

TUESDAY JULY 26 - Room 1912 NS

8:30-10:30 Panel - Non-Profit Organizations: Beauveau Nalle, Shepard Lowman, David Simcox
10:45-12:30 Civil Service Job Applications (SF-171): Michelle Long
1:30-3:15 Panel - The New Job, Fitting In: Peter Swiers, George Twohie, Bruce Laingen, Anthony Kochaneck
3:30-4:30 To Be Announced

WEDNESDAY JULY 27 - SA-20

8:30-5:00 Individually Scheduled Consultations

THURSDAY JULY 28 - Room 1912 NS

8:30-12:30 Interview: Team Practice
1:30-3:30 Opportunities in Franchising: Andy Kosteka, Department of Commerce and William Waller

FRIDAY JULY 29 - Room 1912 NS

8:30-12:30 Interview: Closing the Deal: David Wallick, Career Management Associates

WEEK V

MONDAY AUGUST 1 THRU FRIDAY AUGUST 5 - SA-20

8:30-5:00 Videotape Practice Interview

WEEK VI

MONDAY THROUGH FRIDAY AUGUST 8-12 - SA-20

8:30-1:15 Retirement Planning Seminar, Loy Henderson Auditorium and Individual Job Search Networking
8:30-5:00 Concurrent: Consultations & Follow-up Videotape Interview For Those Leaving Area

WEEK VII

MONDAY AUGUST 15-19 - SA-20

8:30-5:00 Individually Scheduled Consultations & Follow-up Videotape Interview For Those Staying in Metropolitan Area

WEEK VIII

MONDAY & TUESDAY AUGUST 22-23 - SA-20

8:30-5:00 Individually Scheduled Consultations

WEDNESDAY AUGUST 24 - SA-20

10:15-12:00 Follow-Up Meeting

THURSDAY & FRIDAY AUGUST 25-26 - SA-20

8:30-5:00 Job Search

WEEK IX

MONDAY AUGUST 29-SEPTEMBER 2 - Individual Job Search

WEEK X

MONDAY SEPTEMBER 6 - Labor Day

TUESDAY SEPTEMBER 7 - SA-20

8:30-5:00 Individually Scheduled Consultations

WEDNESDAY SEPTEMBER 8 - SA-20

10:15-12:00 Follow-Up Meeting

THURSDAY SEPTEMBER 9 - SA-20

8:30-5:00 Individually Scheduled Consultations

FRIDAY SEPTEMBER 10 - Individual Job Search

WEEK XI

MONDAY SEPTEMBER 12-16 - Individual Job Search

WEEK XII

MONDAY & TUESDAY SEPTEMBER 19-20 - SA-20

8:30-5:00 Individually Scheduled Consultations

WEDNESDAY SEPTEMBER 21 - SA-20

10:15-12:00 Follow-Up Meeting

THURSDAY & FRIDAY SEPTEMBER 22-23 - Individual Job Search

WEEK XIII

MONDAY SEPTEMBER 26 - FRIDAY SEPTEMBER 30 - Individual Job Search

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